

## **CITY CLERK -1180 (V2)**

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs complex skilled clerical and paraprofessional work as the City Clerk and performs administrative tasks for the Mayor, City Council, and City Manager's office. Work is performed under general supervision of the City Manager.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Serves as Clerk to the Mayor, City Council, and City Manager's office; prepares and maintains official City records and files; maintains the City Code.**

Prepares agenda packets, attends City Council meetings, and records minutes of those meetings;

Oversees the preparation, publication, codification, and filing of legal notices and ordinances, resolutions, and council actions in accordance with established procedures and legal requirements;

Serves as custodian of all public records including, but not limited to, ordinances, resolutions, contracts, agreements, deeds, leases, and minute books; coordinates codification updates; executes legal documents, drafts resolutions and proclamations; records maps, ordinances, easements, and street closings;

Researches and compiles information as requested by the City Manager, Mayor, or City Council; performs special project work as requested and handles confidential information;

Provides confidential administrative support for the Mayor, City Council, City Manager and Assistant City Manager such as responding to public inquiries, processing mail and preparing, composing, and typing correspondence, letters, and memorandums, and other assigned directives;

Registers the Mayor, City Council, City Manager, and staff for conferences and seminars and makes any necessary travel arrangements including lodging, airline, and rental car reservations;

Provides assistance to the City Manager with budget preparation; prepares budget for Administrative Department and City council;

Manages the daily activities of the Administrative Department such as authorizing payment of bills, ordering office supplies, scheduling usage of Council Chambers, Gantt Room, and Conference Room, and processing timesheets;

Issues Peddler's License;

Maintains reasonable and predictable attendance;

Performs related tasks as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the functions and organization of the municipal government; thorough knowledge of the rules of order as related to public hearings; thorough knowledge of the Charter and code; thorough knowledge of standard office procedures, practices and equipment; ability to research and prepare reports; ability to express ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with City officials, associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to at least graduation from an accredited community college with major course work in business or public administration and extensive executive experience in a highly professional office setting. Government experience preferred.

### **SPECIAL REQUIREMENTS:**

Possession of a driver's license valid and current in the State of North Carolina.

Notary Public Certification preferred or ability to obtain within 6 months.

Municipal Clerk Certification preferred.